OMNI AR/Billing: Creating an Online (Standard or Manual) Bill

Creating Online Bills

1. Navigate to the Standard Bill Entry page in OMNI Financials:
   a. Select the Auxiliary AR/Billing tile:

   ![Auxiliary AR/Billing tile](image1)

   b. Select the Auxiliary Billing tile:

   ![Auxiliary Billing tile](image2)
c. You will land on the **Manual Bill Entry (Standard)** page:

![Manual Bill Entry (Standard) page](image)

**Add a New Bill**

1. Choose the “Add a New Value” tab:

![Add a New Value tab](image)

2. Populate the available fields with the following information:

   a. **Business Unit** = AUX 01
   b. **Invoice** = NEXT (always leave this field as NEXT)
   c. **Bill Type Identifier** = AUX
   d. **Bill Source**: Variable
   e. **Customer**: Variable
   f. **Invoice Date**: *Always leave this field blank*
   g. **Accounting Date**: *Always leave this field blank*
*To choose a Bill Source, click on the magnifying glass, then select your line of business:
*To choose a Customer, click on the magnifying glass, then search for and select the customer you are billing:

- Use the **Name 1** field to search by the customer’s name
- Use the **Name 2** field to search for a customer by their six digit OMNI Department ID

3. Once you have the Business Unit, Bill Type Identifier, Bill Source, and Customer, click **Add**:
Bill Header (Header – Info 1)
The **Header – Info 1** page contains values that apply to the entire bill such as the bill-to customer, the bill source, payment terms, and bill status.

1. Most of the pertinent header information will default in based on the values you entered in the previous steps. Review this page to ensure accuracy.
   
   a. **Activity Dates** – the *From Date* and *To Date* fields can be populated if all of your billing data originated in the same period. If not, you will be able to add these dates to each individual charge in a later step.

   **NOTE:** The Invoice Date field at the top of the page should always be left blank. OMNI will automatically assign an invoice date once the bill is actually invoiced.

Bill Lines (Line – Info 1)
The **Line – Info 1** page is where you will add your individual bill lines. This page contains the description, dates, quantity, and amount of the charges you are billing for.

1. Click on the “Line- Info 1” tab:
2. Populate the following fields:
   
a. **Identifier**: This is an optional field. If your area uses a unique identifier to tie billing data back to sales data, you may place that identifier in this field. *Limited to 18 characters.*

b. **Description**: This is the main description for your charge. *Limited to 30 characters.*

c. **Quantity**: Enter the quantity of units sold.

d. **Unit of Measure**: This field should ALWAYS be EA (each).

e. **Unit Price**: Enter the unit price of the item.

f. **Gross Extended**: This field will auto populate once you press the Enter key or click Save at the bottom of the page.

g. **From Date**: This is an optional field. Enter the beginning date of the charge-to period.

h. **To Date**: This field is required. Enter the end date of the charge-to period, or enter the date that the good or service was provided.

**NOTE**: Any field NOT listed above should be left as-is. OMNI does not have Tax functionality at this time.
3. To add additional lines, click on the Plus icon and repeat the steps listed above.

4. If your area uses products¹, complete the following steps. If not, you may proceed to Add Purchase Order Information.
   
a. Click on the magnifying glass next to the Table field and choose “SP/Billing Charge ID”.

   ![Table field magnifying glass](image)

b. Click on the magnifying glass next to the Identifier field to search for and select your product. You can search by product ID or Description.

   ![Identifier field magnifying glass](image)

¹ For instructions on adding products to OMNI, please refer to the Billing Process Guide APRODUCT1
c. The Description, Unit of Measure, and Unit Price will automatically fill in.

d. Set the quantity.

Add Purchase Order Information
If you are billing an INTERNAL customer, you must add the PO number and PO line to the bill. This is not required when billing an external or component unit customer; however, you can use the PO field on the bill header (steps 1 and 2 below) to add an external PO or other information as needed.

1. Navigate to the **Header – Misc Info** page:
2. Enter the Purchase Order number in the PO field:
   
   a. **NOTE:** the PO Line number will be assigned at the Bill Line level (later steps).
   
   b. **NOTE:** leave all other fields on this page blank.

3. Navigate to the **Line - Info 2** page:
4. Enter the PO number **AND** the PO line in the **Purchase Order** and **Line** fields as shown below:

   a. If you entered a PO number at the Header level, the Purchase Order number will default in, otherwise enter the PO number here.

   b. You must enter the PO and Line number on every bill line you created in the **Bill Lines (Line – Info 1)** section. You can use the navigation in the top right-hand corner to move between bill lines.

   ![Bill Line screenshot](image)

**Accounting (Revenue Distribution)**

1. Navigate to the **Acctg – Rev Distribution** page.

   ![Acctg – Rev Distribution screenshot](image)
2. To assign accounting information, you can either utilize an existing distribution code OR enter your own Department/Fund/Account combination.

3. Use the navigation in the top right-hand corner to move between bill lines. Always ensure you are on the right line by reviewing the information on the page.

4. Once you are done adding revenue distributions to all bill lines, click Save.
Address Information

This section describes how to select the appropriate contact and mailing address information. The contact is who the invoice will be emailed to. The address information is the mailing address that will appear on the invoice under the contact’s name. Auxiliary invoices will always be emailed to the customer, thus the most important part of this section is selecting the correct contact.

*NOTE: this section is only required when you bill an EXTERNAL customer. If you are billing an internal or component unit customer, continue on to the Add Notes to Bill section.*

1. Navigate to the **Address Info** page:
2. To select a contact, click the magnifying glass in the **Attention To** field. An info box will display all available contacts for the customer you have selected. Choose the appropriate contact. Save.

   NOTE: If you don’t see the contact information listed for a person/business you are attempting to bill, please submit the Customer Add/Update form to have the contact added to OMNI. If you have any questions, please email ctl-auxiliaryaccounting@fsu.edu.

3. To select the address displayed on the invoice, select the magnifying glass in the **Location** field. An info box will display all available addresses for the customer you have selected. Choose the address which corresponds to the contact you selected in the previous step. Save.
Add Notes to Bill

Header Note
The Header Note is text that displays at the bottom of an invoice thanking the customer and/or providing additional information. The Header Note can only be customized when billing an external customer. Customizing the Header Note is an optional step, if you prefer to leave the default Header Note you may proceed to adding Line Notes or Finalizing Bills.

1. Navigate to the Header – Note page:
2. If using a standard (predefined) note, select the standard note flag and standard note code. The text will populate for you:

![Standard Note Flag](image1)

3. If not using a standard (predefined) note, type the note into the Note Text box:

![Note Text](image2)
Line Note
The Line Note is an optional note that appears underneath individual bill lines. Line notes are usually used to provide additional detail or an extended description of a charge.

1. Navigate to the Line – Note page.

2. Follow the instructions as shown for the header note above to enter the note(s) for each line.

3. Ensure you are on the right line by reviewing the information on the page; navigate between lines using the arrows.
Finalizing Bills
Once you have entered all of your Bill lines, added PO information, assigned Accounting, and reviewed the Address Information, your bill is complete. Follow the steps below in order to ensure your bill is invoiced correctly.

Internal Bills

1. If you are billing an internal customer, navigate to the **Header – Info 1** page and save the bill in **NEW** status. An invoice ID will be generated at the top of the page:

   **NOTE:** Internal bills are automatically invoiced during the monthly bill cycle.

   **STOP!**
   Do not invoice internal bills!

   **NOTE:** Internal bills are automatically invoiced during the monthly bill cycle.
2. Run the Pre-AP Check query (FSU_AUX.BL_PRE.AP.CHECK) and check for errors as outlined in guide APO2 Unpaid Internal Invoices AP Pre & Post-Check Cheat Sheet on the Controller’s Office website.

3. After Auxiliary Accounting staff have confirmed the Pre-AP Check is error free at month-end, they will send an email to Billing staff (you!) to place your internal bills in RDY status prior to running the bill cycle. The process for converting bills to RDY status is covered in guide ABILL13 on the Controller’s Office website.

External Bills

1. When billing an external or component unit customer, there are several different actions you may take after entering the billing data:
   
   I. You can save the bill in RDY (ready) status and invoice the customer immediately
      OR
   
   II. Save the bill in RDY status and wait for Auxiliary Accounting staff to invoice the bill for you during the monthly bill cycle
      OR
   
   III. Save the bill in NEW status – this will allow you to come back at a later date and edit the bill. NOTE: you will need to return to the bill and place it in RDY status before it can be invoiced.
      OR
   
   IV. Generate a Pro-Forma (quote) to send to the customer. NOTE: please refer to Business Process Guide ABILL9 for instructions on how to generate a quote.

2. To place a bill in RDY status, navigate to the Header – Info 1 page:
3. Click on the magnifying glass next to the **Status** field and select **RDY Ready to invoice**:

![Image of a status field with RDY highlighted]

**IMPORTANT:** Do not change the status to RDY if the bill needs to be reviewed by Sponsored Research accounting (SRA).

4. How do I know if a bill needs to be reviewed by SRA?
   
a. Review the PO information to see whether the PO is charging a sponsored project (begins with fund 5, includes Project ID). For details on how to review a PO, see Business Process Guide APO1.

   b. **If it does need to be reviewed by SRA, leave the bill in NEW status and notify Sponsored Research Administration (sra-auxiliary@fsu.edu) of the charge is pending their review and approval (include details and backup needed to approve the charge).**

5. Determine whether you will allow the next billing cycle to finalize this bill and invoice the customer, or whether you need to invoice the customer now.
6. If you are invoicing the bill at this time, follow the below steps:

   a. On the Header – Info 1 page, click the small “Invoice” icon at the top-right corner of the page:

      ![Invoice Icon]

      Note: This icon will only appear when the status is “RDY” and the bill has been saved.

   b. On the Message that appears next, hit “OK.”

      ![Message]

   c. To verify that the process has run to completion. Navigate to the Process Monitor and ensure the job BIJOB03K runs to success. Select the “Refresh” button as needed.

      ![Process Monitor]
NOTE: if you notice a process other than BIJOB03K runs or the process does not run to success, cease invoicing and contact Auxiliary Accounting staff at ctl-auxiliaryaccounting@fsu.edu for assistance.

7. After this process is run successfully, AR_UPDATE will need to be run by Auxiliary Accounting or the batch process in order for the AR to appear on the customer’s account. Additionally, separate jobs need to run automatically before this appears as a journal entry recording revenue and AR on your ledger (the next business day).

END